

PARKERSBURG
CORRECTIONAL CENTER'S

WORK RELEASE

INMATE HANDBOOK AND GUIDE

225 HOLIDAY HILLS DRIVE
PARKERSBURG, WV 26104

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SECTION 1- ADMISSION

Parkersburg Correctional Center accepts male felons with the classification of 1 & 2.

SECTION 2- RULES OF CONDUCT

Policy Directive #325.00 establishes the rules of conduct for adult inmates committed to West Virginia Division of Corrections facilities under the Commissioner of Corrections. PBCO also establishes procedural guidelines governing the disciplinary process and imposition of sanctions.

SECTION 3- INMATE ACCOUNTABILITY

- A. Each Inmate will be responsible for his own accountability during count times. Formal counts are conducted at the following times:

12:00 midnight

4:00 am

10:00 am

~~**1:30 pm**~~

5:30 pm

7:15 pm

10:00 pm

- B. Each inmate is personally responsible to be at his assigned location for count sitting on your bed or the chair by your bed during formal and emergency counts. All inmate movement stops until count is cleared.
- C. Any inmate who confuses count will be subject to disciplinary action.
- D. Emergency Counts will be announced over the public address system. Each inmate will report to their assigned housing area unless directed not to by the Operations Officer. All inmate movement stops when an emergency count is called. No movement occurs until the emergency count is cleared.

SECTION 4 - RESTRICTED AREAS

- A. Inmates are not permitted to loiter in hallways, door entrances, stairwells or any other room other than the room you are assigned.
- B. All offices are off limits unless permission has been given to enter.
- C. Inmates are not permitted to lean on the walls of the building.
- D. Inmates are not permitted to go beyond the outside picnic tables.
- E. Inmates are not permitted to leave the indoor recreation yard without officer's permission.
- F. Inmates will be on the yard only at designated times per operational schedule seven days a week.
- G. The Laundry Room is off limits unless you obtain permission.
- H. Only authorized personnel are permitted in the Kitchen area. While in the Kitchen area, you must wear gloves and hairnets at all times.
- I. Stairways are off limits

SECTION 5 - BED ASSIGNMENTS

Once assigned to a bed and room you will not change areas unless staff has approved the change.

SECTION 6 - INMATE GRIEVANCE PROCEDURE

- A. The grievance procedure provides an inmate with an opportunity to bring a complaint to the attention of staff, including, the Warden. Inmates and staff are urged to resolve complaints at the lowest level authorized to make a decision. Inmates should first discuss a complaint with a member of the Unit Team.
- B. If the inmate is not satisfied with the response or action taken, the next step is to file a Grievance Form. The inmate should give the completed Grievance Form to the Unit Manager who will respond. The Unit Manager will retain a copy of the grievance and will return the original and a copy to the inmate for his records.
- C. Response time for a grievance is five (5) working days, excluding weekends and holidays.
- D. If the complaint is not resolved at the Unit Manager Level, the inmate should then forward the grievance to the Warden. The Warden will respond within five (5) days excluding weekends and holidays. If the complaint is still not resolved you can then mail an appeal to the Commissioner of Corrections. After receiving the appeal the Commissioner has ten (10) days to respond to the inmate excluding weekends and holidays. If the Commissioner decides to order an investigation, the inmate shall be notified as such. A final reply to the inmate will then be issued within sixty (60) days, excluding weekends and holidays. A copy of Operational Procedure #222222 Grievance Procedure, is available in each living unit and Law Library

SECTION 7- INMATE TO STAFF COMMUNICATION

- A. If you have a request such as changing bed assignments, education, enrollment into a treatment program, etc. it should be written on a request from addressed to appropriate staff member and placed in the appropriate box or sent through the mail.
- B. All requests must be in writing and addressed to appropriate staff member. No requests are to be made via phone. Only in the case of an emergency will a telephone request be considered.

SECTION 8- DNA DATA BANK

- A. All inmates are subject to providing blood samples for the purpose of DNA analysis and the inclusion in the centralized DNA data bank operated by the WV State Police as required by section of 15-2B-1 of WV Code and Division of Corrections Policy Directive #410.01-DNA Data Bank
- B. If an inmate refuses to voluntarily submit to the requirement, force may be use, pursuant to court order, to obtain an appropriate DNA sample.

SECTION 9- ALCHOL/DRUG TESTING

- A. All inmates are required to submit to drug and alcohol testing.
- B. Failure to cooperate with testing and/or refusal to submit to testing within the time constraints outlined in policy will result in disciplinary action.

SECTION 10- FIRE EVACUATION AND SAFTEY

- A. Fire evacuation maps are located on walls throughout the facility and housing units, with proper evacuation route displayed on each map. All inmates, visitors, etc. should become familiar with the fire evacuation routes throughout the institution. Fire drills will be conducted on a quarterly basis.
- B. All inmates are required to participate in ALL Fire Drills regardless of the time of day or night.

SECTION 11-SEXUAL ABUSE/ASSULT

- A. Request from any member of the Unit Team information about sexual abuse/assault including; prevention/intervention, self-protection, reporting sexual abuse/assault and/or treatment/counseling.

SECTION 12- GOOD TIME

- A. Policy concerning Computation of Good Time is promulgated by the Commissioner of Corrections, pursuant to West Virginia Code 28-5-27 and 62-13-4. Any Good Time forfeited/revoked may be restored under the conditions and guidelines set for in Policy Directive #151.02 Computation/Restoration of Inmate Good Time. This process shall be handled through the Unit Team.

SECTION 13- LIVING QUARTERS and HOUSEKEEPING RESPONSIBILITIES

- A. You have been assigned to a specific room, bathroom, bed, chair, drawer, and locker box these items are considered your personal living area and it is to be **neat and clean at all times**. Everyone in the same room helps with shared areas.
1. Beds are to be made everyday
 2. Bed linens washed weekly. You can wash them on your own or send them to PBCC Laundry.
 3. Clothes need to be put away in drawers, locker boxes, or hung in the shared closet area.
 4. Shoes should be arranged neatly
 5. Clean bathroom daily.
 6. ~~Run sweeper, dust furniture twice weekly.~~
 7. Wash windows and Dust Curtains once weekly.
 8. Wipe down Bed and Mattress once weekly.
 9. Clothing is to be washed once weekly. PBCC Coin Operated Machines may be used for this.
 10. Trash cans emptied daily or as needed
 11. Lights and appliances are to be turned off when leaving the room.
 12. Nothing is to be placed on top of locker boxes and locks are to be locked when not in use.

SECTION 14- MEAL/TIMES

Breakfast	6:00-6:30
Lunch	11:00-11:30
Dinner	4:00-4:30

- A. Any inmate, who has a special diet due to religious beliefs or health problems, should submit a request to the Unit Manager.
- B. All meals are to be eaten in the Dining Room
- C. Food, dishes or silverware are not to be removed from the Main Dining Room. If you remove any of these items you are subject to disciplinary action.

SECTION 15-PROGRAMS/WORK

A. Opportunities and Services

1. While at PBCC, staff will assist you in developing your individual program plan. While at PBCC, you must follow the rules given by programming staff to comply with your individual programming plan.
2. AA/NA Meetings are offered at the PBCC as well as away from PBCC several times a week. You must attend in-house meeting and remain at PBCC for at least ninety (90) days before you may request to attend outside meetings.
3. Work Release inmates are required to complete at least eighty (80) hours of Community Service. Of these 80 hours, 60 are required MDR work and the remaining 20 are anywhere within the facility. The 80 hour requirement is only a minimum; inmates may be asked and/or required to do more.

B. Obtaining Employment

1. Meaningful employment is of a primary importance in assuring the individual a successful Work Release experience. Accordingly, the following rules have been established to regulate the employment program of PBCC.

NOTE: an employment checklist form will be given to you during orientation that must be completed prior to you being permitted to obtain employment.

2. You may be assigned a position within the facility upon your arrival to PBCC. You will remain in this position until you are formally released from it. You must not seek or accept employment without being released from your center duty responsibilities. Once allowed by Administrative staff to seek outside employment you may not accept:
 - a) Temporary Employment (temp agencies)
 - b) Individual home health care
 - c) Telemarketing

Check with the Work Release OPS Heather Hepburn before seeking employment.

3. When you have been granted permission to seek employment you will make it known that you are an inmate assigned to the Parkersburg Correctional Center during any job interview or on any application.
4. You must submit work schedules signed by your employer on the proper form. You will not be allowed to go to work without a submitted schedule or verification from your employer.

5. You are responsible for reporting to work on time and performing required job duties. Exceptions to this will be illness, which you **MUST** report to the Officer in Control. If you are unable to work you will be restricted to your room except for meals and will not be permitted to take passes and possibly furloughs for this day.
6. To obtain a second job you must get this cleared by the Administration.

C. Employment Expectations

1. While in the community, the inmate is subject to the Rules and Regulations set forth in the Master Furlough Agreement, West Virginia Department of Corrections Policy Directive 325.00 and all established procedure for job seeking and employment.
2. Each inmate is expected to work as scheduled by his employer. You are not permitted to sign out for work or proceed to your work destination unless you are scheduled to be there, or you are called out to work and are being paid for this work. Work schedules are to be turned in as necessary to Control. You cannot work off the clock or without being paid. You will not be permitted to go to work without a schedule on file in Control therefore these must be submitted ahead of the time. Call-ins will be confirmed by PBCC staff.
3. It will be the inmate's responsibility to inform PBCC if job location changes and permission must be granted by PBCC Chief of Security.
4. Inmates will report directly to work and return to PBCC on time and immediately report any unavoidable delay to PBCC. You may not leave the job site without authorization from PBCC, even for lunch without permission. If laid-off or if work is finished prior to your schedule quitting time, the inmate will immediately report back to PBCC and inform Control.
5. Inmates will report any labor or union trouble occurring at the place of employment to PBCC.
6. Any inmate required to work overtime shall request that his employer or job service supervisor either call or permit the inmate to call PBCC. It is the responsibility of the inmate to notify PBCC and advise the he will be working overtime for curfew extension. You will not be permitted to work for free.
7. Inmates are not permitted to leave their place of employment or request days off or quit their job without permission of the Warden or designee. Inmates who encounter problems with their employer or co-workers will notify PBCC's designated staff person for advice, counseling and problem resolution.
8. All tools, knives, or other instruments used by an inmate in the performance of their job are to remain at the designated work site.
9. Each inmate that is on Maintenance or Work Crew is expected to work as scheduled in accordance to his assignment.

11. Inmates are not permitted to work outside Wood County. You understand that when you become employed, your employment will be verified by PBCC and your program or work attendance will be evaluated by PBCC by contacting your job supervisor and/or by work evaluation forms or on the job checks.
12. You cannot resign or change employment without authorization of administrative staff and proper notice MUST be given to your supervisor.
13. You must turn in all money or checks paid to you, including tips to PBCC staff immediately upon returning to PBCC, You are not to receive any salary advances from any employer for any reason. You must receive permission from Administrative staff for any payroll deductions such as health insurance. Food will not be an approved deduction.
14. You are not to have any visitors at your worksite or make any personal telephone calls while on duty.
15. You will not be approved to have employment where you are allowed to be left alone or where you are the primary caregiver of anyone.

SECTION 16-SIGNING IN/OUT PROCESS

- A. You are not allowed to leave the building without signing out of Control. An Officer will sign you out on a time card at which time you will advise him/her your purpose for exiting and exactly where you are going.
- B. If you are exiting on a pass, overnight furlough or other previously scheduled event with designated times the staff person signing you out will advise you of your return time. If you are exiting for work you will advise the staff person signing you out of your return time.
- C. You are to return within your curfew time; failure to do so will result in disciplinary action.
- D. You are subject to being searched upon your return for contraband and/or Urinalysis/Alco-Sensor tested. You will be charged for all tests.
- E. You are to proceed directly to your destination and return directly from that destination. Failure to comply will result in disciplinary action.

SECTION 17-TRANSPORTATION

You are responsible for finding you own transportation once you have obtained a job or have monies in your account. Until then PBCC will provide transportation.

A. Acceptable Modes of Transportation

1. Walking (using only approved routes)
 - i. On main walkway only
 - ii. No walking on private property or alleys
 - iii. Bus station off limits unless catching a bus
2. Taxi Cab
3. City Bus (Easy Rider)
4. PBCC will provide transportation at non-bus route times and in emergency situations, if able. Your account will be billed \$2.00 for any one way transportation given.

B. Prohibited Modes of Transportation

1. Hitchhiking
2. Any other means of transportation including riding with a fellow employee or friend unless approved by the Warden/designee.

SECTION 18-PASSES

A. Eligibility and Criteria

1. Work release Status-Short term passes of no more than two (2) hours in duration may be granted to a Work Release inmate for shopping or for personal needs such as haircuts or purchasing personal supplies such as hygiene items, clothes, groceries, etc.
 - i. Inmates must complete a Work Release Center Orientation Program prior to receiving a two (2) hour pass. An inmate cannot receive his first two (2) hour pass until he has served (30) days at PBCC and completed (80) hours of Community Service and are employed. No inmate will be permitted out of the PBCC for the first seven (30) days unless properly supervised and granted permission by the Warden and/or designee. This allows for an adjustment period.
 - ii. No more than two (2), two (2) hour passes may be granted each week, and cannot be taken consecutively or in conjunction with a furlough.
 - iii. Pass must be for a specific reason to a specified location.
 - iv. All pass destinations must be approved by the Chief of Security. Approved pass destinations will be posted.
 - v. See the Control Officer to have a pass granted.
 - vi. Pass may be taken from 07:00am thru 4:00pm Monday-Friday. Saturday and Sunday from 11:00pm till 4:00pm; if the passes do not interfere with PBCC operations.

SECTION 19-FURLOUGHS

A. Orientation-Master Furlough Agreement

1. Upon arrival at PBCC, the Warden's designee will review the Master Furlough Agreement with each Inmate. The Warden's designee and inmate will then execute the Agreement.

B. Eligibility and Criteria

1. The inmate must have served at least thirty (30) days in his current place of assignment as a PBCC inmate and have no findings of misconduct in the preceding six (6) months. The PBCC Warden/designee may waive the clear conduct requirement should circumstances so warrant.
2. Following the initial thirty (30) days as a PBCC inmate he may be eligible for one (1) twenty-four (24) hour furlough within a thirty (30) day period. After sixty (60) days, the eligibility will be extended to two (2) twenty-four (24) hour furloughs in a thirty (30) day period. After ninety days, the inmate will be able to furlough out each week.
3. Inmates living in a excess of one hundred (100) miles from PBCC may receive up to four (4) additional hours of travel time.
4. A maximum of forty-eight (48) hours may be granted, excluding travel time, if applicable.
5. No inmate will be allowed to furlough out of state or travel out of state.
6. The inmate is responsible for submitting a "Proposed Furlough Plan" to the Unit Manager for investigation at least thirty (30) days in advance. The person you plan to furlough to must be on your approved visitor list.
7. Furloughs need to be turned in by 8:00am each Monday and placed in the appropriate box in the hallway.

C. Restrictions

1. The inmate may not be granted furlough if:
 - a) The inmate is identified with large scale organized criminal activity.
 - b) The inmate has serious adjustment problems as determined by the PBCC Warden/designee
 - c) The inmate has pending felony or misdemeanor charges.
 - d) Community sentiment is sufficiently adverse to endanger the rehabilitative potential of the furlough.
 - e) The Warden/designee deems the inmate ineligible.

D. Violation of a Furlough Condition or Rules

1. Any violation of condition of a furlough shall constitute an offence; the penalty for which may be revocation of the furlough and/or disciplinary action prescribed by Policy Directive 350.00
2. Any inmate failing to return to the institution, to a special assignment location on time as required by the agreement or upon order of the Warden or designee shall consider that inmate to have committed an evasion from

confinement or to be on escape status. This is also true for any inmate who cannot be located within a two (2) hour period of time; they also may be charged with escape or attempted escape.

B. While on Furlough

1. Always call before leaving your furlough residence.
2. You are only allowed to go to the places that have been approved on the back of your furlough. It is your responsibility to check and see what is approved.
3. Between the hours of 10:00am to 6:00pm you may take a six (6) hour block of time away from your furlough residence. You must call PBCC when you leave and inform of where you are going and what you will be doing. Every two (2) hours while away you must call PBCC to advise on your status. At the sixth (6th) hour the call must be made from your furlough residence.

SECTION 20- PERSONAL PROPERTY

A. Allowable items

1. You are permitted to have in your possession all items listed on your allowable inventory sheet. Any items found in your possession and/or living area that is not on this list and that you have not received ~~permission from Administrator to have, will be considered contraband and~~ will be confiscated and disposed of.
2. It is recommended that you keep only necessary items due to a limited amount of space. All property must be kept in your assigned locker box and assigned drawer. Your locker box must be locked at all times.
3. Mark all personal property for identification purposes.

B. Center and Inmate Responsibilities

1. Please remember that you are responsible for your personal property, therefore it is required that you purchase a combination lock. Supply Central Control with the combination. Failure to provide combination may result in destruction of lock if entry to locker is necessary.

C. Exchange of Personal Property

1. Exchanging, borrowing, loaning or selling personal property with other inmates is strictly prohibited. This also includes money.

D. Disposal of Unclaimed Items

1. All Inmates must advise staff as to whom any personal property should be released to; in the event an inmate leaves the center. Each inmate will be responsible for notifying personal or he may pay to have it mailed. Center staff will dispose of any property which is unclaimed after 30 days.

SECTION 21- VISITATION

A. Approved Visitor List

1. Prior to any approved visitation, visitors will be required to complete a visitor's questionnaire. This form is to be filled out accurately and thoroughly, failure to do so may result in a denial of this visitor. If the visitor has completed this step and he/she and has been approved he/she will be permitted to visit during regular visiting hours in the Visitation Room only.

Saturday- 12:15pm till 4:15pm

Sunday- 12:15pm till 4:15pm

2. Upon arrival NO ONE has an approved driver. A Visitation Form must be submitted for reviewed and approval. Any relative you feel you may retrieve training from (furlough, employment, etc.) will have to fill out a visitor questionnaire.
3. If you would like someone removed from your approved visitors list send a request to the Chief of Security.

B. Special Visitors

1. Special authorization for emergency visits may be granted with special permission from the Administrator or designee.

C. Contact/Visits by Inmates and Ex-Inmates

1. Visits by inmates and ex-inmates will not be permitted except with written approval of the Warden or designee.

D. Visitor Identification

1. All visitors are required to provide positive photo identification and register with the Officer on duty in the Main Lobby before being permitted to visit. All visitors must be on each inmate's approved visiting lists prior to being permitted to visit.

E. Visitors' Attire

1. Visitors are required to wear proper attire to enter the center. The Officer in charge will determine what proper attire is. No visitors with revealing clothing will be permitted in the center.

F. Visitors Searches

1. All visitors are subject to search of persons and or property. Refusal to be searched may be a reason for denial to entrance to the center.

G. Denial of Visitation

1. Inmates and or visitors may appeal the denial of visitation to the Warden in writing.

H. Alcohol/Drugs and Tobacco

1. Visitors suspected of being under the influence of drugs or to be found in the possession of alcohol/drugs will not be permitted to enter the center.

2. No tobacco, tobacco like products or contraband is permitted. Visitors are not permitted to bring in lighters or matches

I. Children

1. Children must have a form of identification.
2. They must be under the supervision of an adult at all times.
3. If children are visiting with a non-custodial parent the visitor must bring a notarized note saying that the child has permission to visit the inmate.

J. Permitted Items in Visitation

1. Each visitor is allowed \$9.00 in cash
2. I.D. cards/papers
3. Keys (car only)
4. Please refer to visitation guidelines for additional information

SECTION 22- MEDICAL CARE

Medical Care is provided by Wexford Medical Nurse Practitioner per posted schedule. You will be responsible for paying for your medical care and medication as posted.

SECTION 23- TELEPHONE

The collect phone call system will be used with the service provided by GLOBAL TEL*LINK (GTL) Numbers will be added once a month, information will be posted.

THREE WAY CALLING IS PROHIBITED. It will result in disciplinary action.

SECTION 24- MAIL/POST OFFICE

All incoming mail is opened and searched in the Post Office. Every envelope and contents will be searched page by page for contraband. After being searched, the envelope will be shut by tape or staple and sorted for delivery. Letters are not read unless ordered by the Warden or designee. Envelopes containing money orders will have the monies removed and a receipt placed in the envelope. Money orders cannot exceed \$100.00 dollars however multiple \$100.00 money orders may be sent to you. Policy Directive #503.00 will be followed.

SECTION 25- TRUSTEE ACCOUNTS

A. Money Received by Inmates

1. All money of forms of money (checks, money orders, etc.) received by an inmate, from any source, must be turned in at Control immediately upon receipt of such in the mail or upon the inmate's return to the center. No cash is to be sent in the mail. Control shall forward these items to the Business Office.
2. Your money does not arrive from transferred facility the same day you arrive at PBCC. You will receive a receipt when your money does arrive and is posted to your account.

B. Loans and Salary Advances

1. You are not permitted to take loans from other persons/inmates or request salary advances without permission from the Warden or designee. You are also not permitted to make loans to persons/inmates without authorization from the Warden or designee. This includes food or services deducted from salary.

C. Purchasing Restrictions

1. You must only purchase the items you requested. You may not exceed amounts printed on money request without permission from administrative staff. You must turn in all left over money. No substitutions (whatever is on money request). Any payroll deductions deemed necessary such as uniforms, are to be handled through the Business Manager.

D. Checking and Saving Accounts

1. Inmates are not permitted individual checking or saving accounts. Your money will be retained in a trustee account. Ten (10) percent of your earnings will be transferred to mandatory savings. This should assist you and prepare for your release.

E. Disbursement to Inmates

1. All requests for monies in your account must be submitted on a Money Request Form and placed in the money request box in the hallway no later than Monday at curfew every other week.
2. Financial Obligations: Work Release status inmates are required to pay their own medical expenses, room and board. Monies in your individual accounts will be taken out to meet your financial obligations.

SECTION 26- RELIGIOUS SERVICES

- A. Inmates may attend outside religious services provided that it does not interfere with employment and/or educational commitments.
- B. To receive permission to attend religious services, resident will submit a written request on the proper form and turn it in to the Unit Team for approval process.
- C. This will not count against your allotted Two (2) Hour passes. A reasonable amount of time will be approved depending on the length of the religious service.

SECTION 27- STATE SHOP

The state shop is responsible for issuing linens to inmates. Inmates will sign a receipt for all state issued items. These items upon your departure will be returned to PBCC. If you cannot produce the state property that was issued to you a PBCC voucher will be completed for the missing property.

SECTION 28- HYGIENE/PERSONAL APPEARANCE

A. You are to be neat and clean at all times

Hygiene

1. Take a Shower or bath daily.
2. Be Clean Shaven daily unless authorized by a physician. Authorization must be obtained on a monthly basis while at PBCC.
3. Hair is not to be longer than three inches and not to exceed the collar or ears. Sideburns are not to extend beyond the middle of the ear. (Not permitted: braids, cornrows, or dreadlocks)

B. Hygiene request can be obtained, completed and submitted to the Officer. A limited number of razors, shaving cream, shampoo (no more than 4 per month) bar soap (no more than 2 per month) and toothpaste, toothbrush and comb (no more than one per month)

C. Appropriate attire will be worn at all times at PBCC

Dress

1. Clothes are to be kept clean; failure to comply could result in disciplinary action.
2. Clothing with DOC or DOC numbers are not permitted in this facility. You are required to turn marked items in.
 - i. Arrangements will be made by staff for 3 or 4 outfits until clothing can be sent in by family or purchased.
3. No sandals or shower shoes. No hats do-rags or toboggans are to be worn in the common areas of the unit, dining room, visitation or indoor recreation yard; these items will be worn in your assigned bedroom or outside recreation area.

SECTION 29- COMMISSARY

Commissary Vendor is Keefe and will be done per schedule. It is your responsibility to stay within property limits. The property limits will be posted. At this time no frozen or cold food will be available.

SECTION 30- BARBERSHOP

- A. Inmates may go to outside barber shop provided that it does not interfere with employment and/or educational commitments.
- B. Going to an outside barber shop will be done as a destination when you are on a Two (2) Hour pass.
- C. Barber Shops need to be chosen from the approved list.

SECTION 31- ROOM AND BOARD

- A. Inmates assigned to PBCC Kitchen/Maintenance will not be required to pay Room and Board.
- B. Any monies earned with the exception of PBCC kitchen/maintenance will be assessed room and board at the rate of 30% up to a maximum of \$155.00. This includes any spot labor.
- C. For specifics about finances relating to Room and Board contact the Business Manager.

SECTION 32- READING and LAW LIBRARY

- A. The Reading Library- A selection of reading library materials are provide. The honor system will be used. You are responsible for returning the book borrowed to the shelf.
- B. The Law Library- will be available as requested during scheduled times.

SECTION 33- SEARCHES

Searches are necessary and required to maintain a facility and public safety. All persons (inmate, staff and visitors), vehicles and items subject to search entering, exiting and while upon grounds in the facility. You do not have the right to be present when your area is being searched.

SECTION 34- SMOKING

Tobacco use is not permitted in any Division of Corrections Facility.

Work Release inmates are not permitted to use tobacco while on passes, furloughs or at work.

See the Substance Abuse Therapist for help in quitting tobacco use.

SECTION 35- FYI

- A. Violations of any rule in the Inmate Handbook may be punishable under Policy Directive 325.00
- B. Gifts are not permitted. This includes money, tips, etc. from any source other than compensation earned in the course of employment.
- C. Deliveries of personal property to inmates during non-visitation hours are to be pre-approved by Administrative staff. This includes food deliveries from a private party (not restaurants).

SECTION 36- MODIFICATION or SUSPENSION

The West Virginia Code provides statutory authority to the Warden for the operation and administration of the facility. The warden may modify in whole or in part this handbook, related operational procedures or rules or inmate privileges. In the event of an emergency, any or all portions of this handbook may be temporarily suspended by the Warden or designee. When a state of emergency is declared, the Warden or designee shall record in writing. Upon lifting the state of emergency, the Warden or designee shall advise the inmate population in writing the reinstatement of the rules.

PBCC OPERATIONAL PROCEDURES AND HOUSING UNIT INFORMATION

Parkersburg Correctional Center's Operational Procedures and housing unit information shall be found in the PBCC Operational Procedures Manuals located on the housing unit. The Operational Procedures cover, in greater detail, the information in this handbook as well as additional areas not covered. A member of the Unit Team will provide advice concerning these procedures. It is important to read memorandums and notices posted on the housing unit bulletin board for any changes or additional information that PBCC provides for members of RSAT.

WORK RELEASE PERSONAL PROPERTY LIST

ITEM	ALLOWED	RESTRICTIONS / SPECIFICATIONS
Alarm Clock	1	Battery or wind-up only. No plug in.
Ball Caps / Toboggans	2	Combined total – No camo
Batteries	1	Pack
Belt	1	
Binders	5	
Blankets / Comforters	2	
Bleach (laundry only)	1	
Board Game	1	Must be stored in box when not in use
Body / Foot Powder	2	
Book Light or Small Flashlight	1	Battery operated only. No plugs.
Books	5	
Bowl	1	Plastic, may have lid
Calculator	1	Battery or solar operated only. No plug in.
Calendar	1	
CD Case	1	Small case
CD's / DVD's / Video Games / Cassettes / Small DVD Player	15	Combined Total
Chapstick	1	
Coat / Jacket	2	
Cologne, Perfume, Body Spray	2	Must be non-aerosol.
Comb	1	
Combination Locks / Padlock	1	Combination must be turned in at Control or Key to Control
Conditioner	1	
Cooler	1	Small. Six pack style.
Cough Drops	1	Pack
Coveralls	1	Summer or Winter.
Cup	1	Plastic. May have lid.
Dental Floss	1	
Denture Adhesive	1	Box or Tube
Denture Box	1	
Denture Cleaner-Box	1	Plastic
Deodorant	1	Roll on or stick. No aerosols.
Disposable Razors	12	
Dryer Sheets	1	Box

Envelopes – box	1	
Eyeglasses	1	
Eyeglasses Case	1	Soft Case
File Folders	6	
Food / Drinks		Must be able to be stored in your box or drawer.
Fork	1	Plastic
Gloves	1	Pair – Brown Jersey Type – State Issue Only
Gym Shorts	2	
Hair Clippers	1	1 set for personal use only
Hairspray / Gel	1	No aerosol. Pump only.
Hairbrush	1	
Handkerchiefs	4	
Highlighters	2	
Knife	1	Plastic for food.
Laundry Bag	1	Soft mesh, no wire frames.
Laundry Detergent	1	Bottle or Box
Laundry Softener	1	Bottle or Box
Legal Materials	-	Current cases only.
Lotion	1	
Magazines	5	
Markers	2	
Mouthwash	1	Non-Alcoholic
Multi-Vitamins	1	Bottle / Tablets – No Capsules
Musical Instruments & Accessories	1	Must have expressed permission from Unit Manager – Case by Case
Nail Clipper	1	
Neck Ties	2	
Necklace	1	
OCT Pain Med	1	Box or bottle / tablets – no capsules. May not interfere with drug tests.
Pajamas Bottoms	2	
Pajamas Tops	2	
Pants	7	Includes jeans, work pants, dress pants, sweat pants, and leisure pants.
Pencils	6	
Pencil Sharpener	1	
Pens	6	
Personal Letters	12	Includes greeting cards and post cards.

Pillow	1	In addition to state issue. This is personal pillow only and must be removed from center upon departure.
Pillowcases	2	
Playing Cards	1	Deck
Postage Stamps	20	
Power Strip	1	Circuit breaker for TV's / No extension cords.
Prostheses		As medically prescribed.
Radio / CD / Cassette Player	1	Combined total of 1. No external speakers.
Raincoat, Poncho or Umbrella	1	Combined total of 1
Robes	1	For use in living areas only.
Rug	1	Small size with non slip backing.
Scissors	1	Small pair (blunt, "school type")
Shampoo	1	
Shave cream	1	
Shaving kit	1	
Sheets	2	Sets: If have personal set, must turn in state issue.
Shirts Includes (Long Sleeves)	10	Includes dress shirts, t-shirts, tank tops, work-shirts and sweat shirts.
Undershirts (Muscle Shirts)	5	
Shoes / Boots	3	Pairs combined. Athletic, boots, work shoes, dress or casual shoes.
Shower Shoes	1	
Soap	2	Bars or bottles of body wash.
Soap holder	1	Plastic
Socks	8	Pairs
Spoon	1	Plastic
Storage Box	1	Must be able to fit under bunk.
Sunglasses	1	
Sunscreen	1	
Suspenders	2	Plastic only
Thermal Bottoms	2	
Thermal Tops	2	
Thermos	1	
Toothbrush	1	
Toothbrush Holder	1	
Toothpaste	1	
Tote Bag / Duffle Bag	1	For furlough use. May not be used to store property.
Towels	3	If you have your own, state issued must be turned in
TV		One maybe hooked up in room in addition to one

		stored under bunks.
Tweezers	1	
Typing Paper	1	Ream
Underwear	8	
Video Game System	1	Will not be hooked up to other units. One hooked up per room. If more than one per room, others to be stored under bunks/in boxes (this is your DVD player) No Wii or other systems that is motion sensitive. Joystick/handheld controls only or handheld systems (PSP) cannot have both.
Video Memory Card	1	
Video Game Case	1	
Wallet	1	
Washcloths	3	If you have your own, state issued must be turned in
Watch	1	Wrist or Pocket
Wedding Band	1	If legally married. No Other Rings.
Weight Belt	1	
Weight Gloves	1	Pair
Writing Tablets	2	No Wire.